



Home Office IMMIGRATION & NATIONALITY DIRECTORATE

FLR (O)

Form

Version 09/2005

Application for an extension of stay in the UK in one of the following categories:

Visitor

Crew member

Postgraduate doctor or dentist

Au pair

UK ancestry

Employment not requiring a work permit

Writer, composer or artist

Private medical treatment

Dependants of exempt HM Forces

Other purposes/ reasons not covered by other application forms

This form is valid only for applications made on or after 15 September 2005

THE ADDRESS TO POST YOUR APPLICATION

The address to which you must post an application on Form FLR(O) is:

**Initial Consideration Unit - FLR(O)
Immigration and Nationality Directorate
PO Box 3615
Walsall Road
Cannock
WS11 0WS**

BUILDING A SAFE, JUST AND TOLERANT SOCIETY

PAYMENT DETAILS: GUIDANCE ON COMPLETING SECTION 1

Please complete the form in BLOCK letters and black ink

The fee

For applications made on this form, there is a fee of **£335** for applications made by post and **£500** for applications made in person at one of the Public Enquiry Offices. Applying by post takes longer.

There is only one fee per application form. A spouse or unmarried partner and/or children under the age of 18 may be included for no additional fee if they are applying as dependants of the main applicant. But if they apply separately, they must pay the correct fee.

Children aged 18 or over cannot be included. They must apply individually and pay the prescribed fee in each case.

How can you pay?

You can pay by any of the following methods:

- Cheque
- Postal Order
- Credit card (Visa or MasterCard only)
- Debit card (Maestro*, Switch or Delta)
- Banker's draft

* Please note that we will accept any Maestro card if you are applying in person at a Public Enquiry Office but only Maestro cards issued in the UK if you are applying by post.

We do not accept any form of payment other than those listed above. **Please don't send cash** by post or bring it to a Public Enquiry Office if applying in person.

If submitting more than one application form at the same time, you must make a separate payment for each form.

Cheques and Postal Orders

- You must make the cheque or postal order payable to **Home Office Leave to Remain** and cross the cheque A/C payee only.
- Please make sure you write the full name, nationality and date of birth of the applicant on the back of each postal order.
- Please make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly.
- If applying by post, please attach your cheque or postal order to the front of the application form.
- If you are applying in person at a Public Enquiry Office, your cheque must be accompanied by a guarantee card with a limit sufficient to cover the amount to be paid.

Completing Section 1

To ensure that your payment is processed without any delay, please follow the guidance below when completing Section 1.

Applicant's Details (1.1 to 1.4)

- 1.1** Full name (of main applicant).
- 1.2** Nationality (of main applicant). If more than 20 letters, please abbreviate.
- 1.3** Date of birth (day/month/year - eg 3 January 1980 should be written 03011980 - no spaces between).
- 1.4** Home Office reference (if you have one).

Payee's Contact Details (1.5 to 1.7)

We need details of the person to contact if we have a question about the payment. The contact may be different from the name given in 1.1 if an immigration adviser or other person is paying for the application on behalf of the applicant.

Complete 1.5 to 1.7 as follows:

- 1.5** The name of the contact.
- 1.6** The address of the person named in 1.5.
- 1.7** The post code for the address in 1.6.

Method Of Payment (1.8 to 1.15)

- 1.8** Tick the box if paying by postal order.
- 1.9** Tick the box if paying by cheque; enter the cheque number, account number and bank sort code.
- 1.10** If paying by card, tick one of the 5 boxes to show the type of card.
- 1.11** Delete inapplicable fee.
- 1.12 -**
- 1.14** Complete only if paying by card.
- 1.15** Complete only if paying by card. The person named on the credit/debit card must sign and date this section.



SECTION 1

Payment Details (please see guidance before completing)

APPLICANT'S DETAILS

METHOD OF PAYMENT									
1.8	Postal order	<input type="text"/>							
1.9	Cheque	<input type="text"/>		Cheque number		<input type="text"/>			
	Account number	<input type="text"/>					Sort code		<input type="text"/> <input type="text"/> <input type="text"/>
1.10	Please debit my:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Delta	<input type="checkbox"/> Switch	<input type="checkbox"/> Maestro			
1.11	Amount	Postal £ 335		Premium £ 500					
1.12	Name on card	<input type="text"/>							
1.13	Card number	<input type="text"/>							
1.14	Card details	Valid from	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry date	<input type="text"/>	<input type="text"/>
									Issue N° (where available)
1.15	Signature (card only)					Date			



**APPLICATION DETAILS:
GUIDANCE ON COMPLETING
SECTIONS 2-8**

FLR (O)

Form

Version 09/2005

Application for an extension of stay in the UK in one of the following categories:

Visitor

Complete all sections

Crew member

*Complete all except
Section 4*

**Postgraduate
doctor or dentist**

Complete all sections

Au pair

Complete all sections

UK ancestry

Complete all sections

**Employment
not requiring a
work permit**

Complete all sections

**Writer,
composer or
artist**

Complete all sections

**Private medical
treatment**

Complete all sections

**Dependants of
exempt HM Forces**

Complete all sections

**Other
purposes/reasons
not covered by other
application forms**

Complete all sections

**This form is
valid only for
applications
made on or after
15 September 2005**

1 FOR WHICH APPLICATIONS MUST YOU USE FORM FLR(O)?

This form must be used only if you are applying for an extension of stay in one of the categories listed in Section 2 of the form. You must be in the United Kingdom to apply.

Please note that "employment not requiring a work permit" does not include employment as a sole representative. Applications for an extension of stay for that purpose must be made on Form BUS.

The "other purposes/reasons" category does not include asylum.

2 WHO CAN APPLY ON THIS FORM?

You and a spouse or unmarried partner and/or any children under 18 if they are applying as your dependants.

3 PAYMENT OF THE FEE

You must pay the fee prescribed by law. If you do not, the application cannot be considered and will be returned to you. Please see page 2 for the current fees and how to pay.

There is only one fee per application form. You may include a spouse or unmarried partner and/or children under the age of 18 in your application if they are applying for an extension of stay as your dependant(s). If they apply separately, they must pay the prescribed fee. Please note that children aged 18 or over cannot be included in your application; they must each apply individually and pay the prescribed fee.

Please note that the fee to be paid covers the cost of processing your application. We will not refund it if we refuse your application or if you withdraw it.

For further information about the current charges, please see the booklet "Information about Charges for General Case Applications from 1 April 2005" distributed by the Application Forms Unit and also available on our website at www.ind.homeoffice.gov.uk

4 WHEN TO APPLY

You must apply before the end of your authorised stay in the United Kingdom.

5 MAKING SURE YOUR APPLICATION IS VALID

This is very important. We will return your application if it is invalid or incomplete. This will delay your application and could affect any appeal rights if your application is refused. Before making your application for leave in the United Kingdom, you are advised to consult the relevant part of the Immigration Rules that relate to the category in which you wish to apply. These can be found on our website at: www.ind.homeoffice.gov.uk. You can also obtain information by calling **0870 606 7766**. To make sure that your application is valid and complete, you need to do the following:

- Make sure that you use the correct form for the category in which you are applying.
- Complete all the sections and answer all the questions that apply to you and any dependants included in the application.
- Provide all the photographs (2 per person included on the form) and documents needed to support your application and those of any dependants included in the form.
- Make sure that your documents are originals. If you can't provide the original document at the time of application, please explain why and say when you will provide it. If you provide a certified copy, it must be a copy certified by the body or authority which issued the original (for example, a copy of a savings passbook certified by the building society or bank), or by a notary. But it is unlikely that we will be able to grant your application without seeing the original document.
- Sign and date the declaration on page 17.

6 APPLYING BY POST - THE ADDRESS

The address to which you must post an application on Form FLR(O) is:

**Initial Consideration Unit - FLR(O)
Immigration and Nationality Directorate
PO Box 3615
Walsall Road
Cannock
WS11 0WS**

Posting the application to any other address will delay it. This address is only to be used when sending your application. For any other correspondence about your application, please use the addresses given in part 9.

If you use Recorded or Special Delivery, this will help us to record the receipt of your application. Please make sure that you keep the Recorded or Special Delivery number.

We will return your passport(s) and other documents by Recorded Delivery. If you would like them to be returned by Special Delivery, you must provide a pre-paid Special Delivery envelope big enough to accommodate the documents to be returned.

7 APPLYING IN PERSON

We offer a same-day service to people who apply in person at one of our Public Enquiry Offices (PEOs). The premium rate has to be paid for this service - see page 2 for the current rate. We can only offer this service for applications which are straightforward and do not require further enquiries.

Appointments. *If you want to apply in person, you should make an appointment in advance with one of the PEOs. Their addresses, opening times and telephone numbers are given on this page. Make an appointment only when you have obtained and completed the correct form, and have all the documents and photographs.*

For up-to-date information on opening times and services, please check the PEO page on our website at **www.ind.homeoffice.gov.uk** or phone the PEO numbers given on this page.

8 DECISION TIMES

Our published service standards for deciding charged applications made in 2005/06 are:

Applications made by post: *decide 70% of applications within 4 weeks (20 working days) and 90% within 14 weeks (70 working days).*

Applications made in person: *decide 98% within 24 hours.*

We advise you not to make any non-urgent travel arrangements until we have returned your passport(s) or travel document(s).

9 CONTACTING US AFTER YOU HAVE APPLIED

You may need to contact us after you have applied - either to send us more information about your application or to tell us that you need your passport or another document urgently. There are different addresses for these purposes as set out below. Please make sure that you use the correct address.

If sending us more information about your application, please use the following address:

Initial Consideration Unit - FLR(O)
Immigration and Nationality Directorate
Lunar House
40 Wellesley Road
Croydon
CR9 2BY

If you need your passport or another document urgently, please use the following address:

Immigration and Nationality Directorate
Passport Hotline
15th Floor
Lunar House
40 Wellesley Road
Croydon
CR9 2BY

In each case, please give the following details in your letter:

- the applicant's full name, date of birth and nationality
- the Recorded or Special Delivery number
- the date on which the application was posted or made in person
- the Home Office reference if you have one.

CROYDON

Lunar House
40 Wellesley Road
Croydon CR9 2BY

Monday to Friday
8.00am - 4.00pm

IMMIGRATION & NATIONALITY ENQUIRY BUREAU

Tel: **0870 606 7766**
(general information & appointments at Croydon)

Monday to Thursday
9.00am - 4.45pm

Friday
9.00am - 4.30pm

BIRMINGHAM

Immigration Office
Dominion Court
41 Station Road
Solihull
Birmingham B91 3RT

Monday to Friday
9.00am to 4.00pm

Tel: **0121 704 5450**
(for appointments)

LIVERPOOL

Immigration Office
Reliance House
20 Water Street
Liverpool L2 8XU

Monday to Friday
9.00am to 4.00pm

Tel: **0151 237 0405**
(for appointments)

GLASGOW

Immigration Office
Festival Court
200 Brand Street
Govan
Glasgow G51 1DH

Monday to Friday
9.00am to 4.00pm

Tel: **0141 555 1258**
(for appointments)

10 OBTAINING ANOTHER FORM

You can obtain another form from the Application Forms Unit on **0870 241 0645** or by downloading it from our website at **www.ind.homeoffice.gov.uk**

11 OTHER TELEPHONE ENQUIRIES

For enquiries other than obtaining an application form or making appointments at the Birmingham, Liverpool and Glasgow Public Enquiry Offices, call **0870 606 7766**.

We also have the following free textphone number: **0800 38 98 28 9**.

12 CHOOSING AN IMMIGRATION ADVISER

This form is designed to let you make your own application. If you engage an immigration adviser, you should take care when choosing one. The Office of the Immigration Services Commissioner (OISC) regulates immigration advisers. Their website at **www.oisc.gov.uk** contains a list of authorised advisers. It also has links to websites for solicitors, barristers and legal executives. If you have a complaint about an immigration adviser or need other information, the OISC contact details are:

**Office of the Immigration Services Commissioner
5th Floor,
Counting House
53 Tooley Street
London
SE1 2QN**

Telephone: **0845 000 0046**

Alternatively, the Law Society, which regulates solicitors in England and Wales, can help you find a solicitor. You can contact them on **0870 606 6575** or visit their website at **www.solicitors-online.com**

If you wish to complain about a solicitor you can contact the Law Society's Consumer Complaints Service helpline on **0845 608 6565** or write to them at:

**The Law Society
Victoria Court
8 Dormer Place
Leamington Spa
Warwickshire
CV32 5AE**

13 COMPLAINTS ABOUT IND

If you want advice on how to make a complaint about the service you have received from the Immigration and Nationality Directorate please telephone **0870 241 6523** or visit our website at **www.ind.homeoffice.gov.uk**

You may complain, in writing, to:

**IND Complaints Unit
PO Box 1384
Croydon
CR9 3YJ**

Or email us at: **ind.cu@homeoffice.gsi.gov.uk**

Please note that we are currently only able to accept complaints in writing.

14 DATA PROTECTION NOTICE

All information given by you will be treated in confidence by the Home Office but it may be disclosed to other government departments, agencies, local authorities, other bodies and the police where necessary for immigration and nationality purposes or to enable them to carry out their functions. The information in Section 1 will be known to Atos Origin UK Limited, who are engaged by the Home Office to process application payments.



Home Office IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 2 *Applicant's details (please see guidance before completing)*

Attach
applicant's
photographs here

The personal details of the main applicant are to be entered at **2.1** to **2.9**. Where there are dependants of the main applicant, their personal details should be entered at Section 3.

Is a representative assisting you with your application?

Yes

☐

No

☐

If **yes** please insert their OISC Registration Number if they have one.

APPLICANT'S DETAILS

2.1 Title (Mr, Mrs, Ms, Miss, Other)

Full Name

2.2 Nationality

2.3 Date of birth

Day

Month

Year

Gender

M

☐

F

☐

2.4 Home Office reference

2.5 Passport number

2.6 Any other names by which you have been known

2.7 UK address. Please let us know immediately if this changes

2.8 Post code

2.9 Daytime telephone number

2.10 The address to which you would like us to return your documents and send any letters about your application

Post code

FLR (O)

Form

Version 09/2005

Tick a box to show us why you are applying for an extension of stay in the UK.

Visitor

Complete all sections

☐

Crew member

Complete all except Section 4

☐

Postgraduate doctor or dentist

Complete all sections

☐

Au pair

Complete all sections

☐

UK ancestry

Complete all sections

☐

Employment not requiring a work permit

Complete all sections

☐

Writer, composer or artist

Complete all sections

☐

Private medical treatment

Complete all sections

☐

Dependants of exempt HM Forces

Complete all sections

☐

Other purposes/ reasons not covered by other application forms

Complete all sections

☐

This form is valid only for applications made on or after 15 September 2005

SECTION 3 *Family details (please see guidance before completing)*

This is where you give details of any dependants included in the application.

3.1

Do you have a partner and / or children under 18 living with you in the UK?

Yes

☐

No

☐

If you have answered **yes** to question **3.1** and they are applying for an extension of stay as your dependants, please give their details below. If you need more space continue on another sheet and provide it with your application.

Attach
partner's
photographs here

Partner's full name

Nationality

Date of birth

Marital Status

Gender

Day	Month

Year

M		F	
---	--	---	--

Attach
child's
photographs here

Child's full name

Nationality

Date of birth

Relationship to you

Gender

Day	Month

Year

M		F	
---	--	---	--

Attach
child's
photographs here

Child's full name

Nationality

Date of birth

Relationship to you

Gender

Day	Month

Year

M		F	
---	--	---	--

SECTION 3 *Family details (continued)*

Child's full name

Nationality

Date of birth

Relationship to you

Gender

Attach
child's
photographs here

Day

Month

Year

M

F

Child's full name

Nationality

Date of birth

Relationship to you

Gender

Attach
child's
photographs here

Day

Month

Year

M

F

Child's full name

Nationality

Date of birth

Relationship to you

Gender

Attach
child's
photographs here

Day

Month

Year

M

F

SECTION 4 *Your home and your finances*

This section should not be completed if you are applying as a crew member.

4.1	Is your home in the UK:	a) owned by you?	<input type="checkbox"/>	b) rented from a local authority by you?	<input type="checkbox"/>
		c) privately rented by you?	<input type="checkbox"/>	d) owned or rented by a relative or friend?	<input type="checkbox"/>
		e) other (please give details)			

4.2	Do you or your partner, or both, pay any rent or mortgage for your home?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, how much each month?	<input type="text" value="£"/>	

4.3	Are you working in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, what is your net pay each month?	<input type="text" value="£"/>	

4.4	Does a relative or friend of you or your partner, or both of you, regularly give you money?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, how much do you receive each month?	<input type="text" value="£"/>	

4.5	Are you receiving any public funds?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you have answered **yes** to question **4.5**, you must tick the box(es) to show which public funds are being received. Please note that, under the Immigration Rules, public funds include the following:

Housing and Homelessness Assistance	<input type="checkbox"/>
Attendance Allowance	<input type="checkbox"/>
Severe Disablement Allowance	<input type="checkbox"/>
Carer's Allowance	<input type="checkbox"/>
Disability Living Allowance	<input type="checkbox"/>
Income Support	<input type="checkbox"/>
Working Tax Credit	<input type="checkbox"/>
Social Fund payment	<input type="checkbox"/>
Council Tax Benefit	<input type="checkbox"/>
Child Benefit	<input type="checkbox"/>
Income based Jobseeker's Allowance	<input type="checkbox"/>
Housing Benefit	<input type="checkbox"/>
State Pension Credit	<input type="checkbox"/>
Child Tax Credit	<input type="checkbox"/>

SECTION 5 Additional questions

This section must be completed by all applicants. Information given may be checked with other agencies.

5.1

Do you have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you?

Yes

☐

No

☐

If you have answered **yes** to question **5.1** you must give details below for each sentence starting with the most recent one. If you have received more than two sentences you should continue on another sheet (see **Note 1**).

If you have answered **no** to question **5.1** please go to question **5.2**.

Note 1:

Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about that Act is given towards the end of this section.

First sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

Second sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

5.2

Have you ever been charged or indicted inside or outside the UK with a criminal offence for which you have not yet been tried in court?

Yes

☐

No

☐

5.3

Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.**

Yes

☐

No

☐

5.4

To your knowledge, have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.**

Yes

☐

No

☐

5.5

Have you ever been involved in the financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts of terrorism either within or outside the UK or have you ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims?

Yes

☐

No

☐

SECTION 5 Additional questions (continued)

5.6

Have you engaged in any other activities which might be relevant to the question of whether you are a person of good character?

Yes

☐

No

☐

If you have answered **yes** to question **5.2, 5.3, 5.4, 5.5** or **5.6** above please give further details in the space provided below.
If you need more space, continue on a separate sheet.

REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

Definitions

For the purposes of answering questions **5.3** and **5.4**, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website **www.opsi.gov.uk/acts/acts2001/20010017.htm**

Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

Genocide

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

Crimes against humanity

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

War crimes

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

SECTION 6 *Documentary evidence*

The documents and photographs needed in support of your application, as well as those of any dependants included in your application, are listed in Sections 6A-6K below. You only have to provide those which are relevant to your case.

Tick the boxes in Section 6A next to the relevant items to show the documents and photographs you are providing. You must also tick one of the boxes in Sections 6B-6K next to the category in which you are applying and provide all the relevant documents listed in that section.

You should attach all photographs to Sections 2 and 3 of the form in the spaces provided.

6 A

Two recent passport sized photographs of yourself with your name written on the back of each photograph. ☐

Two recent passport sized photographs of each dependant applying for an extension of stay in the UK with you (see Section 3), with their name written on the back of the photographs. ☐

Note 2:

The documents showing the funds available to you should cover at least the last 3 months.

Your current passport or travel document. If you last entered the UK on a previous passport or travel document, please also provide this document if you have it. ☐

If your application is to be considered under a concession outside the Immigration Rules or on compassionate grounds you may not be required to provide evidence of your funds. If you are in any doubt as to whether you need to provide such evidence, you should provide it.

Current passport(s) or travel document(s) for each dependant applying for an extension of stay in the UK with you (see Section 3). If they last entered the UK on a previous passport(s) or travel document(s), please also provide these documents if you have them. ☐

Your police registration certificate (if you have been asked to register with the police). ☐

The police registration certificate(s) for each dependant applying for an extension of stay in the UK with you (if they have been asked to register with the police). ☐

We do not accept internet or cashpoint statements as evidence of funds.

If you have to complete Section 4 of this form, evidence that you have the funds to maintain and accommodate yourself and any dependants without recourse to public funds. The evidence must be formal documents such as bank statements, a building society passbook, or wage slips (but please don't send us travellers cheques or credit cards). If a relative or friend is supporting you, the evidence should be a letter from him/her confirming this together with formal documents showing their financial situation (see **Note 2**). ☐

6 B

If you are applying as a visitor:

evidence that you have the ability to maintain and accommodate yourself and your dependants included in this application without recourse to public funds and without taking employment. The evidence must be formal documents such as bank statements, a building society passbook or wage slips (see **Note 2**). If a relative or friend is supporting you, the evidence should be a letter from him/her confirming this together with formal documents showing their financial situation. ☐

6 C

If you are applying as a member of the crew of a ship, aircraft, hovercraft, hydrofoil or train:

a letter from your employer confirming that you are still needed here for the purpose for which you were given leave to enter, and explaining why this is so. ☐

SECTION 6 *Documentary evidence (continued)*

6 D

If you are applying as a postgraduate doctor or dentist:

- a) a letter from your Postgraduate Dean approving your training plan and recommending the period of leave you should be granted;
- b) if your studies, at medical or dental school or subsequently, were sponsored by a government or an international sponsorship agency, a document confirming that your sponsor consents to your continuing stay in the UK as a postgraduate doctor or dentist; and
- c) If you are applying to undertake a Foundation Programme:
 - i) evidence that you are a graduate from a medical or dental school, and
 - ii) evidence that you have a confirmed place on a recognised Foundation Programme, or
- d) If you are applying to undertake basic or higher specialist training, including the General Practice Vocational Training Scheme (GPVTS), evidence that you have full, limited or temporary registration with the General Medical Council or General Dental Council or are eligible for this.

☐

6 E

If you are applying as an au pair:

- a letter from the family you are staying with giving details of your employment.

☐

6 F

If you are a Commonwealth citizen aged 17 or over, one of your grandparents was born in the UK and Islands and you are applying for an extension of stay because of your UK ancestry:

- (a) your full birth certificate (which will show your parents' names); and
- (b) evidence that one of your grandparents was born in the UK and Islands. The evidence must be formal documents such as full birth certificates for your parents and grandparent and, where necessary to establish the relationship, marriage certificates and/or adoption papers; and
- (c) evidence that you are able to work and intend to take or seek employment in the UK.

☐

6 G

If you have previously been given leave to enter or remain in the UK in one of the following categories of employment not requiring a work permit, and you are applying for an extension of stay in the same category, document(s) from your employer confirming that your work is continuing and that you are still needed for the same work.

☐

Note 3:
For ministers of religion, missionaries, or members of a religious order this document may be from the leadership of your church or the head of your religious order, rather than your employer.

- a) Minister of religion, missionary or member of a religious order (see **Notes 3 and 4**);
- b) Representative of an overseas newspaper, news agency or broadcasting organisation;
- c) Private servant in a diplomatic household;
- d) Overseas government employee;
- e) Teacher or language assistant coming under an approved exchange scheme;
- f) Airport based operational staff of an overseas-owned airline;
- g) Domestic worker in a private household.

Note 4:
If you entered the UK with an entry clearance as a minister of religion on or after 23 August 2004, or if you are someone who did not enter the UK as a minister of religion, you must provide the following document issued to you:

an International English Language Testing System certificate to certify that you have achieved level 4 competence in spoken English, and dated no more than 2 years prior to your application.

SECTION 6 *Documentary evidence (continued)*

6 H

If you are applying as a writer, composer or artist:

document(s) showing that you are able to support yourself and any dependants from your own funds without working except as a writer, composer or artist.

☐

6 I

If you are applying as a visitor receiving private medical treatment:

Note 5:
Visitors are not allowed to stay in the United Kingdom to receive free medical treatment on the National Health Service.

- (a) document(s) from a registered medical practitioner who holds a National Health Service (NHS) consultant post or who appears in the Specialist Register of the General Medical Council, showing satisfactory arrangements for private medical consultation or treatment, how long it is likely to last and, where treatment has already begun, evidence as to its progress (see **Note 5**);
- (b) receipts for payment for any treatment you have received; and
- (c) a signed statement that you intend to leave the UK at the end of your treatment.

☐

6 J

If your spouse is exempt from UK immigration control as a member of HM Forces, and you are applying on the basis of your spouse's service in HM Forces:

a letter from your spouse's unit confirming the date they enlisted and their expected final date of service with HM Forces.

Or

If your spouse is not serving with HM Forces but they are exempt from UK immigration control on the basis of their armed forces training, posting or service in the UK or as a member of a designated international headquarters or defence organisation:

a letter from your spouses's unit or employer confirming the start date of their training, posting or service in the UK and the expected end date of this period of training, posting or service in the UK.

☐

6 K

If you are applying for an extension of stay in the UK for any other purposes or reasons:

a letter or other document explaining why you should be given an extension of stay. You must give full details in the box below and provide any relevant document(s) to support your case. If you need more space than is given below, continue on a separate sheet and provide it with your application.

☐

You must now complete Section 7

SECTION 7 *Declaration*

You must now read the declaration below and sign it. This must be signed by you (the applicant) and not by a representative or other person acting on your behalf. If you are under 18, your parent or guardian must sign.

I hereby apply for an extension of stay in the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information given by me will be treated in confidence by the Home Office but that it may be disclosed to other government departments, agencies, local authorities, other bodies and the police where necessary for immigration and nationality purposes.

Data given on this form may also be used for training purposes.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.

Signed

Date

SECTION 8 *Document checklist*

Please complete this part of the form. It will help us to:

- (a) make sure that we have received the documents you supplied; and
- (b) keep a record of them while they are with us.

The list of documents is a standard one showing the main documents received with applications for which there is a fee. You are only expected to provide those which are relevant to your application as specified in the Documentary Evidence section of the particular application form.

Please state how many of the following you have provided:

Passports	<input type="checkbox"/>	Marriage certificates	<input type="checkbox"/>
Travel documents	<input type="checkbox"/>	Police registration certificates	<input type="checkbox"/>
Birth certificates	<input type="checkbox"/>	Driving licences	<input type="checkbox"/>
Other (please specify)			

FOR OFFICIAL USE ONLY

Passports	<input type="checkbox"/>
Travel documents	<input type="checkbox"/>
Birth certificates	<input type="checkbox"/>
Marriage certificates	<input type="checkbox"/>
Police registration certificates	<input type="checkbox"/>
Driving licences	<input type="checkbox"/>
Fee exempt application?	Yes <input type="checkbox"/> No <input type="checkbox"/> Valid <input type="checkbox"/> Invalid <input type="checkbox"/>

Signature

Date

Please make the following checks before submitting your application. They should help to ensure that it is valid.

Have you ticked the box in Section 2 to show which category you are applying in?

Are you sure that form FLR(O) is the right form for you?

Is the form valid for use? *See the date on the front page.*

Have you completed Section 1 (payment details)?

Have you completed all the other applicable sections of the form as specified?

Have you sent us the following documents specified in Section 6?

- current passport(s) or travel document(s), including those of any dependants included in the application
- photographs, including those of any dependants included in the application
- police registration certificate(s) (if applicable)
- evidence of funds and any other documents in Section 6 needed for your application and those of any dependants.

If you are unable to send us originals of any of the documents or photographs specified in Section 6, have you given an explanation and said when you will be able to send them?

Have you signed and dated the declaration in Section 7 of the form?

Finally, please make sure that the application is addressed exactly as shown here:

Initial Consideration Unit - FLR(O)
Immigration and Nationality Directorate
PO Box 3615
Walsall Road
Cannock
WS11 0WS